

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DNR01311075</u>	DATE POSTED: <u>11/16/15</u>
POSITION NO: <u>158556</u>	CLOSING DATE: <u>OUF</u>
POSITION TITLE: <u>Principal Engineering Technician</u>	
DEPARTMENT NAME / WORKSITE: <u>DNR/Navajo Land Administration/Tuba City, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB63A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>37,065.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____ \$ <u>17.82</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Navajo Land Department, supervises the daily operation of the Tuba City Land Office covering 18 Navajo Nation Chapters within the Western Agency. Provide oversight on all leases development and lead person for all legal surveys for all new home site leases, assignments, modifications, termination, and conveyance of home sites. Assist clients with development of mission site leases and researches of land status for the clients and entities. Supervises the recordation of leases to be populated into the Navajo Land Data Systems for recordation of leases into the Title Plant. Conducts legal surveys within the Western Agency; collects and downloads field survey data into the computer (Server) to plot home sites, roads, business tracts, land withdrawn area, highway right of way, easements onto a master mapping systems. Provide Quality control on all leases to insure there area no errors on the survey plats; Insure private surveys compiles with Navajo Nation Survey Manual and utilizes the cadastral monuments to tie their legal surveys. Represent the NLD Director at land related meetings, district grazing, chapter, business, etc., to provide technical assistance and guidance on project management and other assigned duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; and three (3) years of senior engineering technician work experience, one (1) year of which must have been in a supervisory and/or management capacity.

Preferred Qualifications:

- An Associate's degree in Pre - Engineering.
- A Bachelor's degree in Civil Engineering.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Special Knowledge: 1) Knowledge of Legal land descriptions development and interpretation; 2) Knowledge in legal surveying and mapping methods and practices; and 3) Knowledge in recordkeeping and file maintenance practices with the BIA Real Estate Office and Navajo Land Department. **Skills and Abilities:** 1) Customer service techniques/telephone/etiquette when responding to inquires and complaints; 2) Ability to present to Chapters in Navajo Language; 3) Develop zero base budget for cost project/actual cost to develop an annual budget; 4) Maintaining effective work relationship with all stakeholders.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.